



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
BOX 788100
TWENTYNINE PALMS, CALIFORNIA 92278-8100

Canc: July 04

CCBul 5060

3

JULY 1 2004

COMBAT CENTER BULLETIN 5060

From: Commanding General, Marine Air Ground Task Force Training Command,
Marine Corps Air Ground Combat Center
To: Distribution List

Subj: MARINE AIR GROUND TASK FORCE TRAINING COMMAND (MAGTFTC) CHANGE OF
COMMAND

Ref: (a) United States Navy Regulations, Chap. 10 (NOTAL)
(b) MCO P5060.20

Encl: (1) Key Personnel Assignments
(2) Ceremony Organization
(3) Uniform and Equipment
(4) Sequence of Events
(5) Ceremony Formation Diagram

1. Situation. This Bulletin provides information and instructions for personnel participating in or supporting the subject change of command ceremony per the references.

2. Mission. Brigadier General C. B. Cowdrey will relinquish command of MAGTFTC, MCAGCC to Brigadier General R. C. Zilmer in a ceremony to be conducted 21 June 2004, at 0900.

3. Execution

a. Commander's Intent

(1) Closely follow enclosure (1) through (5).

(2) The MAGTFTC staff will organize the ceremony, coordinate the participation of all units and provide the parade staff. HQBN, and the Naval Hospital will provide ceremonial companies and platoons. Units designated for the ceremony will march onto the MAGTFTC parade deck commencing at 0900, at which time the Change of Command ceremony will be conducted. Following the conclusion of the Change of Command ceremony, the parade units will Pass In Review.

(3) In the event of inclement weather, the ceremony will be conducted in the West Gymnasium.

(4) All military and civilian personnel and their family members are cordially invited and encouraged to attend the ceremony.

(5) Rehearsal Timeline. Rehearsals for the ceremony will be conducted per the following schedule:

<u>DATE</u>	<u>TIME</u>	<u>PERSONNEL</u>	<u>EVENT/LOCATION</u>	<u>UTILITIES/EQUIPMENT</u>
14 Jun	1300-1430	Key Personnel Only (enclosure (1))	Chalk talk/CG CG Conf Rm	Utilities
15 Jun	0700-0900	Key Personnel Only	Rehearsal/ Parade Deck	Utilities
16 Jun	0700-0900	Key Personnel Only	Rehearsal Parade Deck	Utilities
17 Jun	0700-0900	Key Personnel Only	Rehearsal/ Parade Deck	Utilities
18 Jun	0700-0900	Key Personnel Only	Inclement Weather Rehearsal/West Gymnasium	Utilities/ Appropriate Equipment
18 Jun	1430-1630	All Hands	Final Rehearsal/ Parade Deck	Utilities/ Appropriate Equipment

b. Concept of Operations

(1) Staff Secretary. Coordinate any awards and flowers for the incoming and outgoing spouses.

(2) Director, Manpower Directorate (MPR). Provide one officer and one Staff Noncommissioned Officer (SNCO) for parade staff personnel per enclosure (1).

(3) Director, Operations and Training Directorate (O&T)

(a) Coordinate and control all aspects of the change of command, to include rehearsals and ancillary preparations.

(b) Provide parade staff personnel, one officer, and one SNCO per enclosure (1).

(c) Provide photo/video crew to record ceremony.

(d) Prepare and reproduce the parade program

(e) Ensure parade field is surveyed and laid out per enclosure (5) prior to the initial rehearsal.

(4) Director, Installations and Logistics Directorate (I&L)

(a) Provide parade staff personnel, one officer, and two SNCOs per enclosure (1).

(b) Arrange reviewing stands and bleachers per enclosure (5).
Coordinate with Protocol.

(c) Plan and coordinate parade transportation plan.

(d) Schedule the parade deck for rehearsals and the ceremony as listed above.

(e) Ensure police of grounds prior to ceremony.

(f) Cut parade deck and CP area grass at appropriate time to allow for groomed appearance and marking of the parade deck on ceremony day.

(g) Ensure parade deck watering schedule does not interfere with scheduled rehearsals and the ceremony.

(5) Director, Religious Ministries Directorate (RMD). Provide the invocation for the final dress rehearsal and ceremony.

(6) Director, Communication and Data Directorate (C&D). Provide a public address system and two (hand held wireless) microphones for the rehearsals and ceremony.

(7) Protocol Officer

(a) Supervise setup of reviewing stands and canopy.

(b) Direct/supervise working parties and ceremony escorts in the performance of their duties.

(c) Coordinate Commanding Generals' (CGs') guest list, invitations, and biographies.

(d) Coordinate preparation for CGs' reception at CCOC immediately following the ceremony.

(e) Distribute the Change of Command ceremony program.

(8) Provost Marshal Office (PMO)

(a) Provide one officer for parade staff personnel per enclosure (1).

(b) Provide and execute a parking plan. Coordinate with I&L and Protocol.

(c) Control traffic in the vicinity of unit staging areas, the MAGTFTC parade deck, and the headquarters building during the rehearsals and ceremony.

(d) Provide escorts for VIP vehicles, as required.

(e) Block off VIP parking spaces left of the flagpole and adjacent to the Village Center and Protestant Chapel by 0500 on 21 June.

(f) Block off traffic at Sturgis Road.

(9) Public Affairs Officer (PAO)

(a) Prepare an appropriate script for the Change of Command, to include all background information and introductory remarks.

(b) Develop a plan for accommodating civilian media personnel who may desire to attend.

(c) Provide appropriate public affairs coverage of the ceremony.

(d) Notify local media.

(e) Provide a narrator for the rehearsals and ceremony.

(10) Commanding Officer, HQBN

(a) Provide a parade battalion staff and two parade companies as described in enclosure (2) through (5), for the rehearsals and ceremony.

(b) Provide a Color Guard for the parade.

(c) Provide a NCO color bearer for the HQBN organizational colors to the organizational color detail for the rehearsals and ceremony.

(d) Provide eight Officers (WO/Company Grade) to serve as ushers at 0730 on 21 June to assist the Protocol Officer for the ceremony. Ushers will report to the Protocol Office at 0830 on 15 June for a briefing. Provide Protocol with a list of Marines for this detail no later than noon, 9 June.

(e) Provide 10 Flag officer (Company Grade) escorts to protocol. These escorts will report to protocol on 17 June, at 0830.

(f) Designate a platoon for the inclement weather ceremony, if required.

(g) Ensure water and cups are available for key personnel rehearsals (flagpole), and water is available at staging area during all hands rehearsals and the parade.

(11) Commanding Officer, MCCES

(a) Provide four Officers (WO/Company Grade) to serve as ushers at 0730 on 21 June to assist the Protocol Officer for the ceremony. Ushers will report to the Protocol Office at 0830 on 15 Jun for a briefing. Provide Protocol with a list of Marines for this detail no later than noon, 9 June.

(b) Provide a 25 Marine working party comprising of 2 NCO's and 23 Marines to Protocol. Per the Chief of Staff and the Commanding Officer, MCCES conversation. The working party will need to muster with the Protocol Office, at 0830 on 15 June in the CG's Conference Room. The working party will report to Protocol Office at 0730 on 18 June, in camouflage utilities. The working party will report to Protocol at 0445 on Monday, 21 June, in camouflage utilities for off loading and setup of canopies and chairs. Provide Protocol with a list of Marines for this detail no later than noon, 9 June.

(13) Commanding Officer, Naval Hospital (NHTP)

- (a) Provide appropriate medical support for the ceremony.
- (b) Provide color bearer and USN colors for the rehearsals and ceremony.
- (c) Provide a parade platoon to march as described in enclosure (2) through (5) for the rehearsals and ceremony.
- (d) Designate a platoon for the inclement weather ceremony, if required.
- (e) Provide the 55 states and territories flags for the ceremony.

(14) Band. Provide the MCAGCC Band for the ceremony and key personnel per enclosure (1).

(15) Director, Marine Corps Community Services (MCCS) Directorate. Ensure the availability and readiness of the west gymnasium on 18 and 21 June 2004, for rehearsal and ceremony in the event of inclement weather.

c. Coordinating Instructions

(1) The Parade Coordinators are SgtMaj J. M. Ricker, extension 7619, and GySgt K. D. Lyle, extension 6492.


(2) Commander of Troops is the Chief of Staff.

(3) Direct liaison is authorized among parade participants and MAGTFTC Staff Sections to coordinate necessary details.

4. Administration and Logistics. Distribution Statement A-1 directives issued by the Commanding General via e-mail. This Bulletin can be viewed at <http://www.29palms.usmc.mil/dirs/manpower/adj/index.asp>.

5. Command and Signal

- a. Signal. This Bulletin is effective the date signed.
- b. Command. This Bulletin is applicable to the Marine Corps Total Force.


J. D. NICHOLS
Chief of Staff

DISTRIBUTION: A-1

KEY PERSONNEL ASSIGNMENTS

<u>Parade Coordinators</u>	(Base SgtMaj & Ops Chief, O&T)
<u>MAGTFTC Parade Staff</u>	
Commander of Troops	(C/S)
Parade Adjutant	(MPR Adj (1))
Staff Officers	(Dir O&T (1), Dir I&L (1), PMO (1))
Staff Enlisted	(Dir MPR (1), Dir O&T (1), Dir I&L (2))
<u>CO, Headquarters Battalion and Battalion Staff</u>	
- Company Commanders, Guides, Guidon Bearers, and Color Bearer	
<u>Naval Hospital</u>	
- Platoon Commander, Guide, Guidon Bearer, and Color Bearer	
<u>MAGTFTC Band, Director, and Drum Major</u>	(BAND)
<u>MAGTFTC Color Guard</u>	(HQBN)
<u>Narrator</u>	(PAO)
<u>Medical Support</u>	(NHTP)

ENCLOSURE (1)

CEREMONY ORGANIZATION

1. The Change of Command ceremony parade organization will be as follows:

a. Parade Staffs

- | | |
|----------------------|----------------------|
| (1) MAGTFTC | MCAGCC Staff |
| (2) Parade Battalion | HQBN, Naval Hospital |

2. Parade units for the change of command ceremony will be organized as follows:

a. HQBN and Naval Hospital

(1) The Parade Battalions will consist of a battalion commander, an eight man staff, and two parade companies (83 Marines/Sailors per company).

(2) Parade Companies will consist of a company commander, guidon bearer, and three parade platoons (27 Marines/Sailors per platoon).

(3) Parade Platoons will consist of a platoon leader, platoon sergeant, guide, and three, eight man parade squads.

(4) NHTP will have a platoon commander, guide, platoon CPO, and three, eight man parade squads (27 Personnel, Navy platoon). The platoon will march as a separate unit.

3. Parade units will assemble on Sturgis Road and march onto the parade field as described in enclosure (4).

4. Parade units will depart the parade field after the Pass In Review and return to their respective areas.

ENCLOSURE (2)

Uniform and Equipment

1. CEREMONY PARTICIPANTS

a. The Marine uniform for the ceremony participants will be Charlies with the garrison cover (Green trousers will be worn by all personnel). The Navy uniform will be working whites with ceremonial gear.

b. Watches and dark glasses are not to be worn.

c. Only Military eyeglasses are authorized.

d. Escorts. Dress Blue "D".

2. SPECTATORS

a. Military. Utilities or service equivalent.

b. Civilian. Appropriate civilian attire.

Sequence of Events

17000. GENERAL. The appearance and movement of troops in formation are the primary considerations of a ceremonial parade. The preparation, organization of troops, and the conduct of a ceremonial parade require familiarity with those chapters for platoon, company, battalion, and regimental drill as well as organizational and parade staff. Normally a parade consists of the following elements:

1. Pre-parade serenade by the band.
2. Forming the staff, and posting the adjutant.
3. March on and formation of the command (forming without a march on is optional).
4. Trooping the colors if appropriate for the type of ceremony.
5. "Sound Off" and trooping the line by the band.
6. The manual of arms. (OMITTED).
7. Receiving reports and publishing orders by the adjutant.
8. Officer's center.
9. Presentation of the command and honors to the reviewing officer.
10. Presentation of awards, promotions, retirements, changes of command, relief and appointment of the sergeant major, etc.
11. March in review.
12. Additionally, bayonets may be fixed, if desired, and, at evening parade, retreat may be included as part of the ceremony. (OMITTED.)

17001. FORMATIONS

1. The battalion is formed per the procedures prescribed in chapter 11. The basic formation the commander has chosen is Battalion on line, company on line.

17002. COMMANDER OF TROOPS. The senior officer taking part in a ceremony is designated as the commander of troops. The commander of troops is responsible for the formation, presentation, and march in review. When a commander acts as the reviewing officer for the parade, the commander designates another officer as commander of troops.

17003. PREPARATION. The line on which troops are to form and along which they are to march is marked out or otherwise designated by the sergeant major or senior enlisted of the unit. The post of the reviewing officer, opposite the center of the line of troops, is marked on each flank with a dress guidon. Additionally, commander's posts, unit guide's posts, and turning points for approaching the line of troops may also be marked. Paragraph 15007 of this Manual provides details for marking a parade field.

ENCLOSURE (4)

17004. SEQUENCE OF EVENTS, PRE-PARADE SERENADE THROUGH THE ADJUTANT TAKING POST

1. H-Hour-20 Minutes (0840)

a. The MCAGCC Band plays ceremonial music.

2. H-Hour-15 Minutes (0845)

a. The organization is formed in the assembly area. Troops are at parade rest.

b. The organizational/parade staff is in position near the reviewing stand.

3. H-Hour-5 Minutes (0855)

NARRATOR: "LADIES AND GENTLEMEN, THE CEREMONY IS ABOUT TO BEGIN PLEASE BE SEATED."

COT: To form the staff for a parade or other ceremony, the commander moves to a position in front of the reviewing stand and centered between the dress guidons, halts facing the reviewing stand and command "**Staff, FALL IN.**" The members of the staff move from their positions on the left and right sides of the reviewing stand and form in front of, centered on and facing the commander. When the staff falls in they do not raise their arms nor turn their heads and eyes to the right for alignment. Once the staff is in position the commander does an about face and faces the line of troops.

4. H-Hour (0900)

NARRATOR: "GOOD MORNING, LADIES AND GENTLEMEN. ON BEHALF OF THE COMMANDING GENERAL BRIGADIER GENERAL CHRISTIAN B. COWDREY WELCOME TO THE CHANGE OF COMMAND CEREMONY OF THE MARINE AIR GROUND COMBAT CENTER COMMANDING GENERAL TODAY BRIGADIER GENERAL CHRISTIAN B. COWDREY WILL RELINGUISH COMMAND TO BRIGIDIER GENERAL RICHARD C. ZILMER

TODAY'S PARADE IS BEING EXECUTED BY THE MARINES AND SAILORS OF HEADQUARTERS BATTALION, AND THE NAVAL HOSPITAL."

"LADIES AND GENTLEMEN, PLEASE RISE FOR THE INVOCATION BY THE COMMAND CHAPLAIN, CAPT JOHN S. LINEBACK, UNITED STATES NAVY."

CHAPLAIN: Delivers the invocation.

NARRATOR: "LADIES AND GENTLEMEN PLEASE BE SEATED."

COT: Commander of troops commands "**TAKE YOUR POST.**"

ADJUTANT: The adjutant moves by the most direct route to a position on the line of march.

NARRATOR: (AS THE ADJUTANT MOVES INTO POSITION) "PRESENT DAY PARADES IN THE MARINE CORPS HAVE THEIR BASIS IN BOTH HISTORY AND TRADITION, THE MASSED FORMATION OF TROOPS ON ONE LONG LINE AT CLOSE INTERVAL,

ENCLOSURE (4)

MADE POSSIBLE THE MASSING OF FIREPOWER FROM MUZZLE LOADED MUSKETS OF YESTERDAY. IN THOSE EARLY DAYS, THE LINE OF BATTLE WAS JUST THAT, A LINE OF TWO OR THREE RANKS, AND LOOKED MUCH LIKE THE PARADE FORMATION YOU WILL SEE TODAY. THE ADJUTANT FORMS THE LINE FOR BATTLE."

11004. TO FORM IN LINE WITH COMPANIES IN LINE FOR BATTALION FORMATIONS AND CEREMONIES

- ADJUTANT: The adjutant takes post on the line 6 paces from and facing where the right flank of the battalion will rest and orders "Sound, ATTENTION."
- BAND: The band sounds "Attention."
- CO CMDRS: At the sounding of "Attention," the companies are brought to attention
- A CO GUIDE: Once all companies are at attention the Alpha Company Guide will execute "Ready Guidon" as a signal to the adjutant.
- ADJUTANT: Once ceremonial battalions are at attention, the adjutant orders the band to "Sound, ADJUTANT'S CALL."
- BAND: The band plays "Adjutant's Call" and "CTPC March."
- CO CMDRS: Companies are marched from the left flank of the parade field in Column of threes so as to arrive at positions on the line of troops successively from right to left. The command of execution for their movement is so timed that they will step off at the first note of the march following "Adjutant's Call."
- COLOR GUARD: The color guard will march onto the parade field with the Battalion, when approaching its position on the line of march the color guard will execute a left turn, march forward to their position in the line of troops, mark time, halt and go to order colors. The color guard will execute all commands with the color company except that it will remain at the order during the manual of arms.
- COT: The staff, on the first note of the music following "Adjutant's Call," march forward on command of the commander of troops from their position in front of the reviewing area to a post midway between the reviewing area and the line of troops and halt facing the line of troops.
- PLT CMDRS: As each platoon approaches its position on the line, the platoon commander orders "GUIDE ON LINE."
- PLT GUIDES: The platoon guide double times to a position to the left of where The platoon's squad leaders will halt, halts facing the adjutant, and remains at attention.

ENCLOSURE (4)

- CO CMDRS: The company commander then gives the command "**Mark Time, MARCH**" so that the left squad leaders mark time beside the platoon guides. After 4-8 counts of mark time the company commander gives the command "**Company, HALT.**" Once all platoons are halted the company commander gives the command "**Left, FACE.**" The platoons, except for the guides, face to the left.
- PLT CMDRS: Platoon commanders, after facing left move to their position 6 paces in front of and centered on the platoon, halts from the oblique, with the platoon to his/her rear.
- CO CMDRS: When all platoon commanders are in position the company commander commands "**DRESS RIGHT.**"
- PLT CMDRS: Platoon commanders face their platoons, and in sequence from right to left, command, "**Dress Right, DRESS.**" The platoons are aligned as indicated in paragraph 9009. When the platoon commanders have finished aligning their platoons they command "**Ready, FRONT**" and "**COVER,**" move back to their positions 6 paces and centered on their platoons, halt from the oblique, with the platoon to his/her rear.
- ADJUTANT: On the command of "**FRONT,**" by the first platoon commander in the line the adjutant moves by the most direct route to a position midway between the line of company commanders and the battalion commander and faces the battalion.
- CO CMDRS: Once the platoon commanders are in their position the company commander faces about.
- ADJUTANT: After all units have finished dressing right, the adjutant commands "**Guides, POST.**"
- PLT GUIDES: At the command "**POST,**" the guides move to their normal positions in ranks. To do this, the guides take one step forward, and then take one step to the right, halts and execute an about face.

7306. TROOPING THE COLORS

- NARRATION: **LADIES AND GENTLEMEN, PLEASE RISE FOR THE MARCH ON OF THE COLORS, AND REMAIN STANDING FOR THE "NATION ANTHYM."**
- ADJUDANT: Commands "**MARCH ON THE COLORS.**"
- Color Guard: Coming to the carry, marches from its position on the Left flank, across the front of the battalion (regiment) along a line parallel to the line of troops and midway between the adjutant and line of company (battalion) commanders. Company (battalion) commanders and the company guide (battalion staff) salute the colors as they pass their front. Those company (battalion) commanders who are not passed by the colors will not salute. On reaching a point in front of the adjutant, the color guard executes a left turn to face the adjutant and halts, remaining at the carry.

ADJUTANT: Commands "**Present, ARMS**" and salutes the colors.

BAND: Plays "*National Anthem*."

NOTE: The unit presents arms. The color guard executes present arms from the carry. The band plays the "*National Anthem*." The battalion (regimental) commander and staff to salute on the first note of the music and terminate the salute on the last note. After completion of the music.

ADJUTANT: Commands "**Order, ARMS**."

NOTE: The color guard returns to carry color on the command "**Order, ARMS**."

ADJUTANT: Commands "**POST THE COLORS**."

COLOR GUARD: The color guard countermarches, moves to the line of troops on the left of the color company (battalion), countermarches to face the front, halts, and goes to order colors.

NARRATION: **LADIES AND GENTLEMEN, PLEASE BE SEATED.**

ADJUTANT: The adjutant commands "**Parade, REST**" and "**SOUND OFF**." The battalion, except for the commander of troops, the staff and adjutant go to parade rest.

BAND: The band sounds off, marches down the line of troops, countermarches, marches back down the line of troops and returns to its position in formation.

ADJUTANT: Once the band is back in position and has stopped playing; the Adjutant commands "**Battalion, ATTENTION**" and "**Present, ARMS**." The battalion executes attention and present arms.

COLORGUARD: The color guard riflemen execute present arms and the colors go to the carry. However, the commander of troops does not receive a salute from the organizational color unless the commander of troops is the battalion commander or officer of higher rank.

17006. SEQUENCE OF EVENTS FOR PRESENTATION OF THE COMMAND

ADJUTANT: Once the battalion is at present arms the adjutant faces the commander of troops, salutes and reports, "**SIR, THE PARADE IS FORMED**."

ADJUTANT: The adjutant cuts his salute and marches by the most direct route to the designated post in the staff, halts and faces the line of troops.

COT: The commander of troops commands "**Order, ARMS**" and directs the Adjutant to "**RECEIVE THE REPORT, SIR**."

- ADJUTANT: The adjutant moves to a position 3 paces in front of the commander of troops, facing the line of troops and commands **"REPORT."**
- CO CMDRS: Company commanders, in succession, from right to left, salute the adjutant with their head and eyes to the front and report, **"__ Company, All Present or Accounted For."**
- ADJUTANT: The adjutant turns his head towards the company commander reporting, but returns the head to the front when returning each company commander's salute. After the last company has reported, the adjutant faces the commander of troops and reports **"Sir, All Present or Accounted For."**
- COT: The commander of troops returns the adjutant salute and commands **"PUBLISH THE ORDERS."**
- ADJUTANT: The adjutant terminates the salute, faces the line of troops and publishes the orders.
- "ATTENTION TO ORDERS."**
- "Headquarters, Marine Corps Air Ground Combat Center"**
"21 June 2004"
"The Officer of the day today is RANK LAST NAME"
"The Officer of the day tomorrow is RANK LAST NAME"
"By order of Christian B. Cowdrey, Brigadier General"
"United States Marine Corps, Commanding."
- "OFFICERS" - "CENTER" - "MARCH."**
- NOTE: (A sufficient pause between the above command is necessary for the officers and guides to execute the movements.)
- CO/PLT CMDRS: On the command **"OFFICERS"** the company commanders and platoon Commanders stand fast.
- CO GUIDES: On the command **"OFFICERS"** the company guides goes to carry guidon.
- CO/PLT CMDRS/CO GUIDES:
On the command **"CENTER"** company commanders, platoon commanders and company guides face left/right towards the center of the parade field.
- BAND: On the command **"MARCH,"** the band plays *"Officers Center March."*
- ADJUTANT: On the command **"MARCH,"** the adjutant returns by the most direct route to the designated position in the staff.
- PLT CMDRS/CO GUIDES:
On the command **"MARCH,"** the platoon commanders and guides march directly to their positions in the center of the parade field halt and face left/right towards the commander of troops at close interval.

CO CMDRS: The company commander's oblique slightly forward in order to form on a line approximately 4 paces in front of the line of guides halt and face left/right towards the commander of troops at close interval.

SR CO CMDR: Once all officers and guides have halted and faced the commander of troops, the senior company commander commands, "**Forward, MARCH.**"

NOTE: As the ranks of officers and guides advance towards the commander of troops, alignment is maintained towards the center, with the officer in the center of the leading rank setting the step and direction.

SR CO CMDR: As they approach the commander of troops the senior company commander commands "**Officers, HALT.**" The ranks of officers and guides are halted approximately 6 paces from the commander of troops and salute.

NOTE: The officers and company guides execute a four- count halt. On the first two counts, the officers and guides execute a halt. On the third count all pause, and on the fourth count the officers execute a hand salute and the company guides present guidons.

COT: The commander of troops returns the salute and commands, "**Ready, TWO.**"

CO/PLT CMDRS:
On the command "**Ready,**" the officers stand-fast.

CO GUIDES: On the command "**Ready,**" guides re-grasp the guidon as the first count of carry guidon.

CO/PLT CMDRS:
On the command "**TWO,**" officers cut their salute.

CO GUIDES: On the command "**TWO,**" guides go to carry guidon.

COT: The commander of troops then commands "**POST"-"MARCH.**"

CO/PLT CMDRS/CO GUIDES:
On the command of "**POST,**" all officers and guides execute an about face.

CO/PLT CMDRS/CO GUIDES:
On the command of "**MARCH,**" all officers and guides step off and march back towards the battalion formation.

NOTE: Alignment is maintained towards the center, with the officer in the center of the leading rank setting the step and direction.

SR CO CMDR: When the officers are nearing the battalion formation the senior company commander commands "**Officers, HALT;**" and "**POST"-"MARCH.**"

NOTE: The officers are halted so that the rank of platoon commanders are 6 spaces from the line of troops.

ENCLOSURE (4)

CO/PLT CMDRS/CO GUIDES:

On the command of "POST," all officers and guides face left/right in the direction of their companies.

On the command of "MARCH," officers and guides step off in succession at 4-pace intervals. (The Marine at the head of each file steps off, then every fourth step the next Marine steps off so as to be in step with the music.) Then, by the most direct route, return to their posts, halt and face front.

NOTE: Guidon bearers step off with their company commander and when reaching their post, halt, face front and go to order guidon.

Company commanders oblique inboard so that they are 1 pace in front of their guidon bearer upon reaching their post. They halt and face front.

BAND: When all officers and guides have returned to there posts the band stops playing music.

COT: The commander of troops then, so only the staff can hear, commands "BOX THE STAFF."

ADJUTANT: The adjutant boxes the staff by giving the following commands; "Staff, Left, FACE,"

"Staff, Column Right, MARCH" (second column right is executed without command. Once each staff member has reached there new position they automatically mark time).

"Staff, HALT."

"Staff, Right, FACE."

COT: Once the staff is in its new position the commander of troops faces the reviewing area.

RO: The reviewing officer then takes position centered between the dress guidons at attention.

COT: The commander of troops, seeing the reviewing officer in position, faces the battalion.

NARRATOR: "LADIES AND GENTLEMEN, PLEASE RISE FOR HONORS TO BRIGADIER GENERAL CHRISTIAN B. COWDREY, COMMANDING GENERAL, MARINE CORPS AIR GROUND COMBAT CENTER, TWENTYNINE PALMS."

COT: The commander of troops commands "**Present, ARMS**," the command executes present arms. The commander of troops faces about and commands "**Staff Present, ARMS**." The staff executes present arms.

COLOR GUARD: The color guard executes present arms from the order. The organizational color "dips" on the fist note of music.

BAND: The band plays "*Ruffles and Flourishes*."

ENCLOSURE (4)

RO: The reviewing officer returns the salute of the commander of troops.

COT: The commander of troops commands "**Staff Order, ARMS**". The staff executes order arms. The commander of troops faces about and commands "**Order, ARMS**." The command executes order arms. The commander of troops then faces about.

19003. SEQUENCE OF EVENTS FOR A CHANGE OF COMMAND WITHOUT PROMOTION, RETIREMENT OR AWARDS

COT: Having placed the command at attention and order arms, faces the reviewing area. The incoming commander then takes the designated post in the reviewing area to the left and abreast of the outgoing commander.

NARRATOR: "**LADIES AND GENTLEMEN, PLEASE BE SETAED.**"

COT: Commands "**Sergeant Major, Deliver the Colors to the Commanding Officer (General).**"

NOTE: The sergeant major, who is positioned to the left of the reviewing stand, Moves by the most direct route to the color guard, passing the commander of troops and staff on his/her own right. Upon the commander of troop's command to the sergeant major, the color guard executes carry colors. The sergeant major halts 1 pace in front of and centered on the color guard, and salutes the national colors. Once rendered, the Marine then takes one right step, while at the same time the organizational color bearer removes the organizational colors from the socket. The sergeant major grasps the organizational colors, (left hand at the base near the ferrule, right hand on the staff approximately eye level) and steps off to the right in marching. The color guard remains at carry colors until the organizational colors is returned. The sergeant major then marches to the reviewing area carrying the colors as close to the "carry colors" position as possible without a sling. The sergeant major passes the commander of troops and staff on his/her own right. The sergeant major halts approximately 2 paces in front of the outgoing commander.

COT: Commands "**Present, ARMS,**" as the sergeant major is approaching the staff, the commander of troops then faces the reviewing area.

COT: Commands "**Staff, Present, ARMS.**"

NOTE: The staff executes. At this time the narrator will read the orders of the outgoing commander. The sergeant major then delivers the colors to the outgoing commander (the colors remaining in its most upright position), then executes one right step and salutes. On the sergeant major's salute, the outgoing and incoming commanders face each other. At this time the narrator will read the orders of the incoming commander. The outgoing commander passes the colors to the incoming commander. Both commanders then face front. The sergeant major cuts his/her salute and executes one right step. The incoming commander then returns the colors to the sergeant

ENCLOSURE (4)

major. The outgoing and incoming commanders then face each other, exchange salutes and handshakes, and exchange positions (right shoulder to right shoulder). The sergeant major then steps off to the right as in marching and returns the colors to the color guard, passing the staff on his/her right. When arriving at the color guard the sergeant major halts centered on the color guard and returns the organizational colors. The sergeant major salutes steps to the right as in marching and moves by the most direct route from the field, passing the staff on his/her own right.

COT: Commands "**Staff, Order, ARMS,**" as the sergeant major is moving to return the organizational colors, the commander of troops and staff execute. The commander of troops faces the line of troops.

COT: Commands "**Order, ARMS.**" The unit executes order arms and/or carry sword.

NARRATION: In honor of her support to BGen Cowdrey and the Marine Air Ground Task Force Training Command, flowers are now being presented to Mrs. Cowdrey by_____.

To Welcome her to the Marine Air Ground Task Force Training Command, flowers are now being presented to Mrs. Zilmer by_____.

NOTE: The color guard remains at carry colors and receives the Organizational colors from the sergeant major. The color guard then executes order colors. (If honors are to be played as the next sequence, the color guard will remain at carry colors.)

After the sergeant major has cleared the parade field the commander of Troops will face the line of troops.

If the incoming commander rates honors, continue with paragraph 19003.9. If the incoming commander does not rate honors continue with paragraph 19003.12.

COT: Commands "**Present, ARMS.**" All execute, present arms.

COT: Commands (while facing the reviewing area) "**Staff, Present, SWORD.**" The staff executes present sword.

NARRATOR: "**LADIES AND GENTLEMEN, PLEASE RISE FOR HONORS TO BRIGADIER GENERAL RICHARD C. ZILMER, COMMANDING GENERAL MARINE CORPS AIR GROUND COMBAT CENTER, TWENTYNINE PALMS.**"

BAND: The band plays "*Ruffles and Flourishes.*"

NOTE: The organizational color bearer salutes on the first note and Termination on the last note (last gun) of honors. After honors are completed the narrator speaks.

NARRATOR: "**LADIES AND GENTLEMEN, PLEASE BE SEATED.**"

ENCLOSURE (4)

- COT: Commands "**Staff, Order, ARMS.**" The commander of troops and staff execute. The commander of troops goes to carry sword and faces the line of troops.
- COT: Commands "**Order, ARMS**" and "**Parade, REST.**" The unit executes. The commander of troops then faces about.
- COT: Commands "**Staff, Parade, REST.**"
- NOTE:** The staff and commander of troops execute. The narrator then delivers a microphone (if available), to the outgoing commander. The commander makes remarks then passes the microphone to the incoming commander who makes his/her remarks. After the incoming commander's remarks the microphone is retrieved. Both commanders return to their positions in the reviewing area assuming the position of attention. If the reviewing officer or the senior officer present other than the commanders desire to make remarks, they will do so prior to the outgoing and in coming commanders.
- COT: Commands "**Staff, ATTENTION.**" The staff and commander of troops execute. The commander of troops goes to carry sword and faces the line of troops.
- COT: Commands "**Battalion/Squadron, ATTENTION.**" The unit executes. The commander of troops then faces the reviewing area.
- NOTE:** Follow remaining parade sequence for "Dismissing the Command" or "Pass in Review" as explained in chapter 17.

17007. SEQUENCE OF EVENTS TO MARCH IN REVIEW IN COLUMN FROM A BATTALION LINE, COMPANY LINE FORMATION

- COT: After the battalion is at attention, the commander of troops faces the reviewing officer.
- RO: The reviewing officer commands "**MARCH THE COMMAND IN REVIEW.**"
- COT: The commander of troops faces the line of troops and commands "**PASS IN REVIEW**" and "**Right, FACE.**"
- NOTE:** On the command of execution "**FACE,**" all hands face to the right. The platoon guides move to their position in front of the right squad. The platoon commanders move to their position at the head of their platoons. The company commanders and company guides then move to their positions at the head of their companies.
- COLOR GUARD: The color guard, on the command "**Right, FACE,**" goes to carry colors, executes a right turn, halts and remains at the carry.
- COT: The commander of troops commands "**Forward, MARCH.**" The entire Battalion steps off.
- BAND: The band plays "*Semper Fidelis.*"

ENCLOSURE (4)

COT: The commander of troops and staff step off when the command of Execution **"MARCH"** is given by the commander of troops. The commander of troops steps to the left in marching and picks up the half step. The staff executes a right turn from the halt, covers on the commander of troops and picks up the half step. When the staff has completed the turn the commander of troops commands **"Staff, Forward, MARCH."**

The commander of troops and staff marches down the line and execute two left turns in order to be positioned at the head of the column in front of the band.

CO CMDRS: The company commanders, as they approach each turning point give the Command of **"Column Left, MARCH"** for themselves and the company guide.

PLT CMDRS: Platoon commanders give their platoons **"Column Left, MARCH"** in order to maintain their positions in the company column.

COLOR GUARD: The color guard executes left turns at the turning points.

NOTE: All column movements are made "inside" the line formed by the dress guidon. The platoon guides use the dress guidons as markers to set the direction of march for the platoon. As the commander of troops, company commanders, platoon commanders and the color guard approach the reviewing area the command of eyes right will be given.

COT: As the commander of troops and the staff approach the reviewing area the commander of troops commands **"Staff, Eyes, RIGHT,"** as the reviewing area is cleared, **"Staff, Ready, FRONT."**

NOTE: The commander of troops and the staff continue to march down the line of troops to the end of the reviewing area, or other designated point, where three right turns are executed in order to place the staff in position to observe the march in review.

The commander of troops gives the commands of **"Hand, SALUTE,"** and **"Ready, TWO,"** as the color guard passes the staff's position.

CO CMDRS: As each company commander approaches the reviewing area the commander gives the command of **"Eyes, RIGHT"** for themselves and the company guide. After passing the second dress guidon the company commander commands **"Ready, FRONT."** The company continues to march down the line of march and from the field.

PLTCMDRS: Platoons execute **"Eyes, RIGHT"** on the command of their platoon commander. After the rear of the platoon has cleared the reviewing area the platoon commander then commands **"Ready, FRONT."**

COLOR GUARD: The color guard executes eyes right and ready front on command of the senior color bearer. The organizational colors salutes during eyes right if the reviewing officer rates such a salute.

ENCLOSURE (4)

BAND: As the last company begins executing eyes right the band plays "*Anchors Aweigh*" followed by the "*Marine's Hymn*."

COT: After the rear element of the command has passed the staff's position and exited the field, the commander of troops faces the reviewing officer, salutes and reports "**Sir, The parade is concluded.**"

RO: Returns the commander of troops salute.

COT: After the salute is returned the commander of troops will dismiss the Staff.

NARRATOR: "LADIES AND GENTLEMEN, THIS CONCLUDES TODAY'S CEREMONY. ON BEHALF OF THE COMMANDING GENERAL, OFFICERS, AND MARINES AND SAILORS OF MARINE CORPS AIR GROUND COMBAT CENTER, TWENTYNINE PALMS. THANK YOU FOR YOUR ATTENDANCE."

ENCLOSURE (4)

Ceremony Formation Diagram

